

U.S. Department of Labor

Assistant Secretary for  
Employment and Training  
Washington, D.C. 20210

SEP 22 1987

MEMORANDUM FOR ALL FEDERAL AGENCY ASSISTANT SECRETARIES  
FOR ADMINISTRATION AND MANAGEMENT

FROM: ROGER D. SEMERAD  
Assistant Secretary of Labor

SUBJECT: Issuance of Revised Standard Form 8 (SF-8),  
Notice to Federal Employee About Unemployment  
Insurance

This memorandum is a followup to my October 6, 1986, memorandum concerning procedures under the Unemployment Compensation for Federal Employees (UCFE) Program. One item in that memorandum concerned the need to add a contact person to the SF-8, Notice to Federal Employee About Unemployment Insurance.

Attached is a revision of the SF-8 which provides entries for Federal agencies to record their parent Federal agency name, payroll/personnel address, 3-digit Federal Identification Code (FIC), contact person/office and telephone number for State agency use in processing unemployment claims.

To implement use of the revised SF-8, your agency must order supplies from the Federal Supply Service of the General Services Administration (GSA) using the standard FEDSTRIP or MILSTRIP procedures. Your agency's administrative office has the specific information on these procedures. The requisition form submitted to your administrative office should indicate Standard Form 8 (Rev. 6-87), stock number 7540-00-634-3964, quantity, and delivery points desired. If your agency wishes overprinting on the SF-8 with completed entries of your agency's parent Federal agency name, payroll/personnel address, 3-digit FIC, contact person/office and telephone number, a request must be submitted through the Federal Supply Service of GSA, to the Government Printing Office (GPO), for prior approval. Please destroy any supplies of the old SF-8 remaining in stock as soon as your agency orders and receives the revised SF-8 supply.

DD/A REGISTRY

FILE: 60-7

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The information provided on the revised SF-8 will now enable State agencies to forward UCFE claims forms (ES-931, 931A, 934, 936 and notices of determinations, appeals, and hearings) directly to the appropriate Federal agency address for a timely response. In addition, the information on the SF-8 will now allow State agencies to contact Federal agencies directly by telephone to inquire about or verify information entered on the UCFE claims forms.

We believe that by providing an SF-8 to all separating employees and emphasizing that this form should be presented when filing a claim for unemployment benefits, the operation of the UCFE program will greatly improve in efficiency, quality, and response time.

Please ensure that all staff members, personnel offices, and payroll offices having any part of the responsibility for your agency's UCFE program, are made aware of the revised SF-8 and its purpose. It is, however, the responsibility of the personnel office to order and maintain a supply of SF-8s for separating employees.

The revised SF-8 is self-explanatory; however, if you have any questions concerning this memorandum, please contact either Millie Enten or Louise TenEyck on 535-0312.

Attachment

## UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

### NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to **FILE A CLAIM**, go to the nearest **LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE** of the **STATE EMPLOYMENT SECURITY AGENCY** to register for work and file your claim for UI. Your **ELIGIBILITY** for UI **CANNOT** be determined until **AFTER** you file a claim. **DO NOT DELAY** filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help **EXPEDITE** your claim, take **THIS FORM** with you, your **SOCIAL SECURITY ACCOUNT NUMBER CARD**, the **OFFICIAL NOTICE** of your most recent **SEPARATION** or of your present **NONPAY** status (Standard Form 50 if available), **EARNINGS** and **LEAVE** statements, or similar documents that indicate you were employed by a Federal agency.

3 Digit  
Identification  
FEDERAL AGENCY

FEDERAL AGENCY will insert  
in the box:

1st line—Parent Federal Agency  
Name and 3 digit code number

2nd line—Major Component (if  
any)

3rd and 4th line—complete  
address to which all forms  
pertaining to a claim should be  
sent (ES-931, 931A, 934, 936, and  
notices of appeal, hearings, and  
determinations)

CODE NO.

To be completed by the *Federal  
Agency*:

Contact Name/Office

Telephone No. (include area code)

**KEEP THIS FORM** and **TAKE IT WITH YOU** if you file a **UCFE/UI** claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about **UCFE/UI**, read the **REVERSE SIDE** of this form.

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**UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM**  
**UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS**

**TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM**

**GENERAL INFORMATION:**

**1. WHO WILL PAY UNEMPLOYMENT BENEFITS?**

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, become eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

**2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?**

All State UI laws require that:

- You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
- You must register for work and file a claim at a local public employment service/UI claim office;
- You must continue to report to the office as directed; and
- You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

- Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
- Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

**3. DO I HAVE THE RIGHT OF APPEAL?**

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

**4. ARE THERE ANY PENALTIES?**

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claims office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collecting UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a penalty such as a fine, imprisonment, or both.